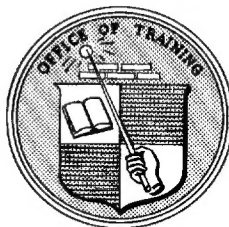


OFFICE OF TRAINING BULLETIN



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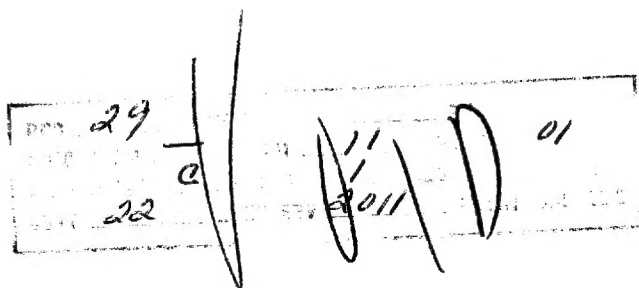
TO: Agency Training Officers

SHORTHAND TAPES AVAILABLE IN LANGUAGE LABORATORY

On 26 November 1962 OTR will initiate a supplementary shorthand dictation program. Employees will be able to practice shorthand with the use of dictation tapes designed for speed-building purposes. Three booths in the language laboratory at Headquarters (Room 1D-1605) have been reserved for shorthand writers. In each booth there will be a shorthand tape already in place on the recorder. One tape will have speeds of approximately 40 to 60 words a minute; another, 70 to 90 words a minute; and the third, up to 120 words a minute. The shorthand writer may select the tape she prefers to use.

The language laboratory is open from 7 a.m. to 8 p.m. daily. Because only three booths have been reserved for shorthand writers, it is recommended that persons wishing to use the tapes call [REDACTED] on Extension 7320 to reserve a booth. No dictation tapes may be removed from the laboratory.

Further information may be obtained by calling members of the Clerical Training Faculty on extension 2100 or 7854.



C-O-N-F-I-D-E-N-T-I-A-L